

	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:170
CHAPTER: Prison Rape Elimination Act of 2003 (PREA)		AUTHORITY: KRS 15A.065; 28 CFR 115
SUBJECT: Prohibited Conduct of Staff, Interns, Volunteers, and Contractors		
POLICY NUMBER: 903		
TOTAL PAGES: 3		
EFFECTIVE DATE: 04/04/14		
APPROVAL: A. Hasan Davis, COMMISSIONER		

I. POLICY

The Department of Juvenile Justice (DJJ) staff, volunteers, interns, and contractors shall not facilitate or engage in an intimate personal or sexual relationship with a juvenile in the custody, care, and supervision of DJJ. DJJ staff, volunteers, interns, and contractors shall report all contacts or interactions prohibited by this policy to DJJ management.

II. APPLICABILITY

This policy shall apply to all DJJ staff, volunteers, interns, and contractors.

III. DEFINITIONS

Refer to Chapter 900.

IV. PROCEDURES

- A. DJJ staff, volunteers, interns, and contractors shall not engage in sexualized grooming or any sexual offense with a juvenile in the care, custody, and supervision of DJJ.
- B. DJJ staff, volunteers, interns, and contractors shall not exchange personal information or personal contact information, including phone numbers, email addresses, and residential addresses with a juvenile in the care, custody, and supervision of DJJ, except when conducting official business for DJJ and with the approval of the facility Superintendent or Director of Community and Mental Health Services.

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C. Staff, volunteers, interns, and contractors shall not use any mode of communication to initiate or carry on a sexual or intimate relationship with a juvenile that is in the custody, care, and supervision of DJJ.

1. Except for staff, volunteers, interns, and contractors conducting official business for DJJ and with the approval of the Regional Director or Director of Community and Mental Health Services, DJJ staff, volunteers, interns, and contractors shall not initiate or accept contact on a social media or social networking site with a juvenile under the custody of DJJ or with a former DJJ juvenile unless that juvenile is over the age of twenty-one (21) years of age and has been released for more than one year from DJJ custody. Staff shall document information obtained for business purposes in the running record or daily log.
2. DJJ staff, volunteers, interns, and contractors shall inform their direct supervisor, facility Superintendent, or Director of Community and Mental Health Services of any inappropriate written or verbal communications received from a juvenile, outside the scope of regular business interaction. Each inappropriate written communication or verbal communication received from a youth, shall be documented in the youth's Individual Client Record (ICR) for youth in a YDC, group home, day treatment, or community placement and an incident report shall be completed for youth in a detention center. The facility Superintendent or Director of Community and Mental Health Services shall forward this information to the Personnel Branch Manager or designee.
3. An employee shall not have an intimate or romantic relationship with a juvenile that has been in the direct custody, care, and supervision of that employee or in a facility where the employee worked while the juvenile was in custody, for a minimum of ten (10) years after the juvenile has been officially released from DJJ.

V. STAFF TRAINING MONITORING MECHANISM

- A. The Agency Compliance Officer or the PREA trainer from the Training Branch for DJJ shall train the Facility PREA Coordinators, Classification PREA Coordinators, and Community PREA Coordinators regarding this policy.
- B. The PREA Coordinators shall train all staff and contractors in their respective facility or office.

VI. MONITORING MECHANISM

- A. The Division Director or designee, the Personnel Branch Manager or designee the Agency PREA Compliance Officer, and the facility Superintendent shall

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conduct a case conference and review of any disciplinary actions, resulting from a PREA violation involving staff regarding this policy.

- B. The Agency PREA Compliance Officer for DJJ or designee shall conduct an annual audit to verify that DJJ staff and contractors are being trained regarding the policy.